



## Special Use Permit – General Information

The Special Use Permit (SUP) program authorizes activities that provide benefit to an individual, group or organization, rather than the public at large; and that require written authorization and some degree of management control in order to protect park resources and the public interest. Examples include special events, commercial photography and filming, weddings, scattering of ashes, First Amendment activities, agricultural permits and rights-of-way/easements.

Special Use Permits are granted for specific period of time and specific locations. Certain fees, bonding and insurance requirements may apply.

### **Permit Application Procedure**

Requests for a permit application may be made in person at park headquarters, via telephone, email or letter. The application form may be downloaded from the park website. A completed application and the non-refundable application fee are required before an application can be processed. Park contact information is:

Special Park Use Coordinator  
Buffalo National River  
402 N. Walnut St., Suite 136  
Harrison, AR 72601

Telephone: 870-365-2702  
FAX: 870-365-2799  
Website: [www.nps.gov/buff/](http://www.nps.gov/buff/)  
Email: [buff\\_information@nps.gov](mailto:buff_information@nps.gov)

The information on the application will be used by NPS staff to evaluate the impact of the proposed activity on park resources and visitors.

**Please submit your application at least 10 business days before the start of the proposed activity.** Requests which involve multiple locations, complex logistics or coordination with other visitor activities will require a minimum of 15 working days to process. Projects which require environmental or cultural resource evaluation must be submitted not less than 45 days before the start of proposed activities. Applications are processed in the order in which they are received. For more information, please contact the Special Park Use Coordinator to inquire about your particular project.

Applications will be returned to the applicant if submitted incomplete, cannot be approved as submitted, or are received without payment or without a social security or Federal Tax Identification Number.

The National Park Service may permit a special event if the proposed activity will not:

- Cause injury or damage to park resources; or
- Be contrary to the purposes for which the park was established; or
- Unreasonably impair the atmosphere of peace and tranquility maintained in wilderness, natural, historic or commemorative locations within the park; or
- Unreasonably interfere with the interpretive visitor service or other program activities, or with the administrative activities of the NPS; or
- Substantially impair the operation of the public facilities or services of NPS concessionaires or contractors; or
- Present a clear and present danger to public health and safety; or
- Result in significant conflict with other existing uses.

The National Park Service will not permit the public staging of special events that are conducted primarily for the material or financial benefit of the organizers or participants, or which involve commercialization or in-park advertising or publicity. Admission fees for the event or any other monies associated with the event may not be collected on park premises.

### **Cost Recovery**

The authority for the National Park Service to recover and retain costs associated with managing special park uses is found at 16 U.S.C. 3a and 31 U.S.C. 9701. Charges established for a special park use under this authority are intended to recover costs associated with managing that activity and not to generate revenue beyond actual cost. If any additional costs are incurred, the permittee will be billed at the conclusion of the permit.

Special Use Permit for:	Application Fee	Administrative Fee	Total
25 persons or less	\$50	\$50	\$100
26 persons or more	\$50	\$100	\$150
Commercial Film/Photography	\$100	\$100	\$200
First Amendment	No Fee	No Fee	No Fee
Right-of-Way (ROW)	\$100	\$100	\$200

**Application Cost** Must be submitted at the time of the initial application. This is a non-refundable payment.

**Administration Cost** Payable when the permit is approved and prior to beginning the event. This is a non-refundable payment.

**Monitoring Cost** If the event requires NPS supervision for resource protection or the health or safety of visitors, the cost will be estimated and payable when the permit is approved and prior to beginning the event. The scope and complexity of the permit activity will determine the level and type of supervision. The fee includes employee travel time to and from the event location.

### **FEES**

#### **Commercial Film/Still Photography Location Fees:**

Required by Public Law 106-206. Payable when the permit is approved and prior to beginning filming.

Commercial Filming/Videos Fees		Still Photography Fees	
1 - 2 people (camera & tripod only)	\$0/day		
1 - 10 people	\$150/day	1 - 10 people	\$50/day
11 - 30 people	\$250/day	11 - 30 people	\$150/day
31 - 49 people	\$500/day	Over 30 people	\$250/day
Over 50 people	\$750/day		

## **Performance Bond**

Certain activities may prompt the need for the permittee to post a refundable damage bond. The amount of the bond will be equivalent to the estimated cost to NPS for clean up, repair or rehabilitation of resources or facilities that could potentially be impacted by the permit activities. At the conclusion of the permit, the bond will be returned to the permittee after costs of clean up, repair or rehabilitation are deducted.

## **Insurance**

Liability insurance protects the government from negligent actions by the permittee. Insurance in an amount sufficient to protect the interests of the United States may be required as a condition of the permit. A high risk activity will always require insurance. Insurance could be waived for a lower risk activity such as a commemorative ceremony. If insurance is required:

- The insurance certificate must identify the group, not the applicant.
- The “**United States Government**” must be named as additionally insured on the insurance certificate. Certificates naming the U.S. Government as “certificate holder” only are not acceptable.
- Failure to provide proof of proper insurance is reason for denial of the permit.

## **Closures**

Permit activities may be restricted based on weather or seasonal conditions (fire danger, standing water after rain, nesting season, etc.) Additional closures, use limits and/or restricted activities are listed in the Superintendent’s Compendium.

## **Termination of Permit**

Permits are “revocable” on 24 hours notice or WITHOUT NOTICE if the terms of the permit are violated. Deliberate infractions of the terms of the permit or the deliberate making of false or misleading statements concerning intended actions in order to obtain a permit are causes for immediate termination of the permit and cause for possible prosecution. Permits will be revoked if damage to resources or facilities is threatened, or if there is a clear danger to public health or safety.

## **Non-Profit Organizations:**

In accordance with Section 418 of Public Law 105-391, a non-profit organization is not required to obtain a Commercial Use Authorization (CUA) to conduct activities in a park area (even if the activities would otherwise be subject to authorization by a CUA) if the non-profit organization does not derive taxable income from the activities. In order to avoid the need to obtain a CUA where it would otherwise be required, a non-profit organization must state in writing that no taxable income will be derived from its activities in the park area. See form “Supplemental Statement for Non-Profit Organizations” on our website at: <http://www.nps.gov/buff/planyourvisit/special-park-uses.htm>. However, when engaging in activities on park area lands, a non-profit organization is required to obtain a Special Use Permit or other appropriate authorization as may otherwise be required by National Park Service policies and regulations. Certain cost recovery, fees and insurance requirements may apply.

A non-profit organization is an organization that has been determined by the Internal Revenue Service to be exempt from Federal income taxation as a nonprofit or not-for-profit organization under the terms of the Internal Revenue Code.

## **Standard Permit Conditions**

To maintain park natural and cultural resources and quality visitor experiences, standard permit conditions will be included in the approved permit.